



## Judo BC Board of Directors Meeting Summary September 11<sup>th</sup>, 2011

### In attendance:

- ✓ Sandy Kent, President
- ✓ Al Hadvick, 1<sup>st</sup> Vice-President
- ✓ Sandra Hewson, 2<sup>nd</sup> Vice-President
- ✓ Sean Hall, Secretary
- ✓ Diane St-Denis, Executive Director
- ✓ Art Nishi, Grading & Kata Board Chair
- ✓ Aline Strasdin, Technical Committee Chair
- ✓ Seiko Ouchi, Referee Committee Chair
- ✓ James Chevrette, BC Winter Games Advisor

### Regrets

- ✓ Bruce Fingarson, Treasurer & Coaching Development Committee Chair
- ✓ Bruce Kamstra, Provincial Coach

1. Opening Remarks
2. Approval of Rules of Order

**Moved by Al Hadvick, seconded by Sandra Hewson to approve the rules of order found in Appendix A for the meeting. CARRIED**

3. Approval of Agenda

**Moved by Sandra Hewson, seconded by Al Hadvick to approve the agenda as amended.**

- **Item 9 – add 2012 AGM Date**
- **Item 8 – Rule Changes**

4. Approval of the Minutes

Amend Page 3, Item 8, section should read

*The Board acknowledges that:*

- *The course conductor fees and kata instructor fees are to be maintained.*
- *Judo BC will not pay loss of wages for volunteers representing Judo BC. ~~in any sanctioned activities.~~*
- *Judo BC will explore possible recognition programs or opportunities.*

**Moved by Al Hadvick, seconded by Sandra Hewson to approve the minutes of July 24, 2011 as amended. CARRIED**

Action: Post approved minutes to web.
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### 5. Receipt of Reports & Minutes

- a) Judo Canada
  - i. Board of Directors
    - No activity since the Judo Canada AGM. Next Board meeting – Sept 17<sup>th</sup> & 18<sup>th</sup>.
  - ii. Women's Leadership Committee

- Judo Canada requested a female representative for the committee. Sandra Hewson will represent BC.

b) Technical Committee

- August 3<sup>rd</sup> Technical Committee Minutes are in Appendix B.
- Report in found in Appendix C.
- Committee has a call scheduled for September 18<sup>th</sup> to review the applications for the Athlete Assistance Program and Pacific Sport Carding.

c) Referee Committee

- June – started discussion on fall seminar
- July - further discussion
- July – 4 referees attended Junior National in Sept Isles
- Promotion opportunities:
  - Brian Deevy got rostered and is now eligible to go to Senior nationals.
  - Les Kotani went to a World Cup in Panama.
  - Sean Hall is first ranked for confederate level.
  - Graham Magnusson went to World Cup El Salvador.
- Request to have all emails sent to [referee@judobc.ca](mailto:referee@judobc.ca) copied to Les Kotani and Ron Kuramoto.

Action: Executive Director to consult webmaster about redirecting emails.

d) Grading & Kata Board

- Report is in Appendix D.
- Need to issue cheques for grading refund recently received from Judo Canada.
- Request that all calls and correspondence regarding grading and passport be sent directly to Grading Chair.

Action: Grading Chair to provide to Executive Director list of names for refunds.

e) Coaching Development

- Currently have 8 members registered for Dojo Assistant in Delta on September 24<sup>th</sup> & 25<sup>th</sup> and 8 members have indicated interested in the November Dojo Instructor course in Delta.

f) BC Winter Games Advisor

- See appendix E for coaching report.
- The Board discussed a potential issue with one of the Team BC athletes who attended the Nationals in Sept-Isles. She was awarded a medal in the U15 despite not having won a match. The error has now rendered the athlete ineligible for competition at the BCWG.

Action: Executive Director to contact Judo Canada regarding the medal awarded in error to Justyn Goulet in the U15 -36kg division. Request letter clarifying the error so that the athlete is eligible to compete in the BCWG.

- g) Head Coach & Judo Canada Regional Coach  
No report available.

**Moved by Al Hadvick, seconded by Sandra Hewson to receive all reports. CARRIED**

## 6. Financial Report

- a) 1<sup>st</sup> Quarter Compliance Certificate – Presented at July 24<sup>th</sup> meeting.

- b) Employer Status
  - i. The Executive Director is now an employee of the association rather than a contractor.
  - ii. Payroll account has been set-up with the CRA.
  - iii. Judo BC is also registered with WorkSafe BC.
  
- c) CRA – report found in Appendix F
  - Since writing the report, we have also received confirmation that Judo BC qualifies for the Public Body Rebate. The office will undertake the step required to secure past fiscal year rebates.

Action: Executive Director to complete step listed in report and work on securing past rebates.

- d) Contingency Fund – report found in Appendix G

**Whereas a contingency funds are developed to pay for common expenses that usually occur less often than once a year; or do not usually occur, it is moved by Al Hadvick, seconded by Sandra Hewson to establish of a JUDO BC Operating Contingency Fund to be used at the discretion of the Board of Directors in the event of unforeseen expenditures such as, but not limited to, legal action being taken against the Association or the significant loss of government funding. The JUDO BC Operating Contingency will be maintained at about \$100,000 with annual contribution from every budget approved at an annual general meeting. CARRIED**

Action: Executive Director to ensure all financial documents which reference the contingency fund contain the terms of reference.

- e) Online Registration and Credit Card Payment
  - Executive Director will be researching this fall the systems/protocols required to move the association towards online registration for all course, clinics and seminars.
  
- f) Auditor Search Update
  - An RFP has been prepared and will be sent out in the next few weeks.
  
- g) Search for other banking institutions.
  - Executive Director will be researching options this fall.
  
- h) Year End Budget Projections
  - Current projection were provided to each Chair.
  - Referee Committee submitted their 2011-12 budget at the meeting.

Action: Chairs are to identify to the Treasurer and Executive Director any revenue or expenditures that are not captured in the document presented at the meeting.

- i) From Past Board Meetings:
  - i. Deferred to Next Meeting - NCCP chair asked to bring forth at the next meeting a recommended fee for NCCP Course Conductors and Evaluators.
  - ii. Addressed in item 7 a) - President to confirm referee evaluation fees at the provincial level.

**7. Business Arising from last meeting (Board and AGM)**

- a) Governance - Policies and Procedures

**Moved by Al Hadvick, seconded by Sandra Hewson to approve the new policies and procedures, including appendices, as revised at this meeting. CARRIED**

Action: Executive Director to publish the final version of the new policies and procedures, including appendices, to the website and ensure clubs are notified of their location.

- b) Awards - Executive Director to explore possible recognition programs or opportunities.
  - Defer to next meeting.
- c) Fundraising - National Sport Trust Fund brochure and donation form to be completed and loaded to web.
  - Defer to next meeting.
- d) NCCP - Defer to next meeting.
  - i. Using the updated NCCP database, review the ratio of coaches to athletes within each club and zone and identify gaps which must be addressed by 2014-15.
  - ii. Using the updated NCCP database, articulate and provide each coach, who has already completed some form of NCCP work, the path they must follow to achieve full certification.
  - iii. Identify the process to secure the support/approval from Judo Canada to grant professional development points (for coaching certification) for activities/clinics Judo BC will be hosting. Ensure the process for securing approval is clearly communicated to clubs who may wish to host such events.
  - iv. Secure confirmation from Judo Canada and the Coaches Associations of Canada on how points get submitted for coaches. These include but are not limited to professional development activities we may be hosting, to actively coaching. The goal is to develop a streamlined approach which could be managed by the office.
  - v. Clearly articulate the process for securing coaching certification equivalency for the following:
    - o Foreign certification
    - o University courses or degrees
    - o Shodan status

e) Grading

Action: President and ED to meet with the Grading & Kata Chair to identify tools and procedures we can implement to address their workload and centralize all of our records. Similar discussions will be had with all sectors of the association as we need streamline our data and record management system in order to tell our story to our funding partners as well as ensure compliance with our policies on record keeping.

Action: Similar meeting to take place with the Referee Chair.

- f) BC Winter Games
  - i. Identify for the fall Board Meeting any assistance the BCWG Advisor or Sport Chair may need to fulfill registration and compliance work/reporting.
    - Defer to next meeting.
  - ii. Ensure each zone as the certified coaching staff for Games
    - in Progress, see Appendix D.
  - iii. Working with those zones who will be fielding a full team, identify “coach in training” candidate.
    - in Progress
  - iv. Work with referee committee to identify referees who are in the development stream and can assist us in meeting future reporting criteria.

- Defer to next meeting.

g) Refereeing Chair

- i. Provide the office with a complete list of certified BC officials (name, club and level is required).
  - Electronic copy to be sent via email to office.

h) Head Coach

- i. Develop a long term plan for the preparation of the 2015 CWG team. The plan is to outline the support, financial and other items required to field the best possible team.
- ii. Develop annual training program which club coaches can implement to assist in the development of our competitive stream members (all level of competitors).
- iii. Work on facilitating regional training sessions.

Action: President to follow-up with Head Coach on above items.
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i) Publications

- i. Website redesign which will provide the office with the ability to post all judo related results, minutes, stats, articles and news.
- ii. Review the need for the Digest as it may become a duplication of data and design/editing time by the Executive Director.

**Moved by Al Hadvick, seconded by Sean Hall to have the Digest take on the same format and e-newsletter and to change the name of the e-newsletter to the Judo BC Digest.**

**CARRIED**

j) Membership- Defer to next meeting.

- i. Work with Judo Canada to building a promotion program that will target our needs and capacities.
- ii. Identify new programs/projects to attract new participants/members.

k) President

- i. Secure 2013 Nationals – prepare an unsolicited bid based on the packages from previous years.
  - Will be discussed at the upcoming Judo Canada Board Meeting.
- ii. Continue working with Judo Canada on the new member registration system.
  - Will be discussed at the upcoming Judo Canada Board Meeting.
- iii. Continue advocating for a new membership category to address the registration of members who are not Canadian Citizens or permanent residents.
  - Will be discussed at the upcoming Judo Canada Board Meeting.
- iv. Continue working with the Steveston Judo Club on a cooperative strategy to build a larger and stronger tournament. Judo BC needs to assist them in finding other sources of funding to support visiting teams as Judo BC funds are limited at this time.
  - Preliminary discussions have taking place. A follow-up meeting is scheduled for September 12th
- v. Give feedback to Judo Canada on the participation of young and white belt Judoka in tournaments.
  - Will continue to advocate for opportunities to actively engage this group in tournaments.

- l) Policies - Review the concept of half year fees.
  - Board has approved a ½ year fee for members who attend their first session after May 1<sup>st</sup>.

Tasks completed to date

- a) Annual report has been filed with the Corporate Registry.
- b) Certificate of good standing has been requested and received.
- c) Special Resolutions have been filed. Constitution & bylaws have been updated on our website.
- d) The election outcome does not require any changes in our banking signing authorities. President, Treasurer and Executive Director remain the only signing authorities for the association.
- e) Publish long range NCCP course list and confirmed 2011-12 locations/date ASAP.
- f) Ensure the new membership committee has the resources to actively assist clubs in reaching their full capacity and to start new clubs.
- g) Designing a Club Registrar Kit in order to assist club in ensuring the timely and accurate submission of data.
- h) CRA audit.

**8. New Business**

- a) Awards - Honorary black belts?
  - Judo Canada does offer Honorary black belts. Additional research will be required to determine if Judo BC has ever provided such recognition.
- b) Club Probationary period
  - i. Judo Tactix has notified us that they will not be active this year.
  - ii. Pacific Judo Academy – March 11, 2011

Action: President to appoint someone to conduct a site visit.

- iii. Gordon Head Judo Club – Started by Michael Turner out of the Gordon Head Recreation Centre.

Action: Executive Director to follow-up with Mr. Turner in regards to the new club application process. President to appoint someone for a site visit one the application is received.

- c) Next Strategic Plan (need to start in 2012-13 as our finishes in 2014)
  - Process will be started during the 2012-13 fiscal. Format and process will be discussed in spring of 2012 as part of our budget preparation process. President will report on the process used by Judo Canada for their current planning exercise.

Action: Executive Director to ensure strategic planning process is part of the 2012-13 budget preparation discussion in the spring.

- d) Canadian Pediatric Society and Boxing – Appendix H
  - Board agreed that taking proactive measures to monitor injuries and educate members would be beneficial to all.
  - This item will be part of an overall risk management review.

Action: Executive Director to contact the Sport Medicine Council of Canada on the topic of injury tracking. Also consult with Football and Hockey.  
Executive Director to contact Dr. Cleland to discuss education strategies and bring forth a draft outline of an education program that would touch all aspects of judo (coach, referee, athlete, parents and medical)

- e) Rules Changes
  - **Seiko Ouchi reviewed a few of the rule changes for the upcoming season.**

**9. Meeting dates for 2011-12**

- Next meeting for Board and Chairs will be Saturday, November 26<sup>th</sup> in Surrey.
- March meeting for Board ad Chairs will be on Friday, March 2<sup>nd</sup> in Kamloops.
- Board reaffirmed June 16<sup>th</sup> as the AGM date for 2012.

**10. For Board of Directors Only**

- a) Governance - Committee Chairs
  - i. Membership
    - Board identified a possible candidate.

Action: President to contact the individual in question and report back via email to the Board on their willingness to serve.

- ii. Referee

Move to appoint Sean Hall, seconded by Al Hadvick to re-appoint Seiko Ouchi as the Chair of the Referee Committee for 2011-12.

- iii. Discipline & Harassment

Action: Executive Director to identify training opportunities for potential committee members. Board Members are asked to send the names of potential members to the President. President will contact potential candidates, once training opportunities are identified, to seek their participation.

- b) Funding for Coaching Clinics in Nova Scotia. Applicants
  - i. Aline Strasdin – application received
  - ii. Henry Boas – application received
  - iii. Kevin Thorneloe – application received
  - iv. John Huntley– application received

**Moved by Sean Hall, seconded by Sandra Hewson to offer funding, as outlined in the original invitation, to all four applicants. Funding is conditional each participant**  
✓ **Offering a ½ day clinic within their region. The clinic should be free or at a nominal fee to cover facility expenses (such fee to be discussed with Judo BC before hand), and**  
✓ **Providing the Judo BC Office with a short article on one activity they would highly recommend to each club. The article will be published as part of a series (4 articles) on the conference.**

**10. Adjournment**

**Moved by Sean Hall, seconded by Al Hadvick to adjourn.**

**APPENDIX A**  
**BASIC RULES OF ORDER FOR SOCIETIES**

The following are basic rules of order, which may be useful to societies that have not adopted rules of order in their bylaws or otherwise. The bylaws determine many key procedural matters, but often don't say anything about rules of order – Robert's Rules of Order don't automatically apply, and can be challenging to understand and apply.

These rules should not be used without considering whether they are consistent with what the bylaws require, and amendment as needed. If they are used, they should be approved by ordinary resolution at the start of a general meeting – unless the bylaws state otherwise, a meeting has the power to determine its own rules and procedures.

If these rules are used, they should be approved by ordinary resolution at the start of the meeting.

1. The meeting will be governed in accordance with, in order:
  - a) The Society Act, and any other applicable laws.
  - b) The constitution and bylaws.
  - c) The following rules.
2. Democratic principles, the rule of law, an orderly meeting that addresses the business at hand, and common courtesy are paramount. The meeting is only for the purpose of transacting the business of the society and its members.
3. Only voting members in good standing have the right to speak, to make motions, and to vote. Other persons attending may speak at the discretion of the chair. Each member present in person or by proxy has the right to vote on every issue.
4. A member who wishes to speak should wait to be acknowledged by the chair, and begin by stating her/his name, and any other pertinent information.
5. A motion or resolution must be seconded before it can be debated.
6. The person moving a motion or resolution has the right, except for undebatable motions, to speak for up to five minutes at the start of debate on it, and for up to two minutes at the close of debate on it. (An undebatable motion usually relates to procedure, and is voted on without debate.)
7. Each member has the right to speak twice to a motion or resolution, for no longer than three minutes each time. A member may only speak a third time, or for longer than three minutes, if allowed to by ordinary resolution.
8. A member can only speak a second time on a motion or issue when all members who wish to speak to it a first time have spoken.
9. Discussion, comments and questions must relate to the pending motion, report or issue. All other matters will be referred to the appropriate part of the agenda, or new business.
10. Debate on a motion may be closed by general consent, or by a motion to close debate. Such a motion is not debatable, and must be approved by a 2/3 majority.
11. A special resolution has the effect of amending the constitution or bylaws, and so is binding on the organization and the directors. Such resolutions cannot be amended, and must be approved by 75% of all the members present. There must be at least 14 days written notice of all special resolutions to all members.

12. Ordinary resolutions include all resolutions notice of which has not been given. They cannot change the constitution or bylaws, and may not be legally binding on the society, except for elections and other matters specified in the bylaws or the Society Act. They must be passed by a simple majority – more members vote in favour than are opposed. The chair may require that the mover of an ordinary resolution write it down before it can be debated.
13. Voting is by show of hands, unless a secret ballot is required by the bylaws, or when so decided by a simple majority of the voting members present. A secret ballot must be requested by or before the end of debate on a matter, and the vote on the request must be made by show of hands.
14. A motion to adjourn is always in order, and is not debatable.
15. Any procedural question not addressed by the Society Act, the bylaws, and the foregoing, will be determined by the most recent edition of Robert's Rules of Order.

Anders I. Ourom, Lawyer  
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**APPENDIX B**

**Technical Committee Conference Call  
August 3<sup>rd</sup>, 2011**

In attendance

- Aline Strasdin, Chair
- Jeremy Lenz
- Kane Morishita
- Mark Nariwa
- Ron Wright

Regrets

- Lloyd Yodogawa
- Bruce Kamstra

Meeting Summary

The Technical Committee met to discuss the selection tournament/camp applications received in the Judo BC office as outlined in the e-mail below.

- An additional application was received by Aline Strasdin, TC Chair, from the Burnaby Judo Club to host a senior selection tournament. It was agreed that the late submission would be accepted for consideration.
- In order to finalize the Judo BC Selection Criteria for 2011-2012, we require further information from Bruce Kamstra, Judo BC Head Coach, regarding the possibility of Judo BC participating in an inter-provincial training camp with Alberta and Sask in May/June 2012. The TC would like confirmation that Alberta will make affordable accommodation arrangements for all teams, and the date will not conflict with other Judo BC or Judo Canada events.

Note: at a previous meeting, it was decided that if Judo BC attended an inter-provincial training camp outside of BC, it would not be a *mandatory* event and no points would be awarded, but athletes would be strongly encouraged to attend.

**2011-2012 Selection Events (approved by TC):**

**Fall training camp:**

Steveston Judo Club – September 24/25

**Senior Selection Tournaments:**

BC Championships, Abbotsford – October 22

Burnaby, December 3

Pacific International IJF Jr/Sr – Feb 18

Note: Pacific International is a Judo Canada Points Tournament. There will be a training camp on Sunday and Monday after the shiai. 2 points will be awarded to athletes who attend each practice on Sunday (for a maximum total of 4 points). Monday's practices will not be considered mandatory so no points will be awarded.

**Junior selection tournaments:**

Vancouver International Jr, Richmond Oval, hosted by Seikidokan – Feb 4

Youth Championships and Training Camp, Kamloops – March 3/4

**Spring training camp:**

Abbotsford Judo Club – May/June (date to be determined)

Note: Judo BC did not receive any applications for the spring training camp. Aline contacted Mr. Suda and asked if he would consider hosting the spring camp and he has agreed to it but requires more info about the possibility of an inter-provincial camp. For now, we will list the Abbotsford camp in the selection criteria.

Aline will update the selection criteria based on the above. Once all info is received from Bruce, we will ask Diane to post the selection criteria on the web.

Aline will notify clubs who were awarded selection events.

The next Technical Committee conference call will be held in September, based on deadlines from Diane regarding AAP and Pacific Sport Card applications.

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**APPENDIX C**

**Technical Committee Report**

The Judo BC Technical Committee members are:

Aline Strasdin, Chair

Ron Wright

Jeremy Lenz

Mark Nariwa

Lloyd Yodogawa

Kane Morishita

The TC held a conference call in August to finalize the 2011-12 Selection Criteria and discuss other issues such as our meeting schedule. Via e-mail we approved the Judo BC Team Selection Criteria, Athletes Assistance Program criteria and the Pacific Sport carding criteria. Applications have been sent to eligible athletes for both funding opportunities and made available to Judo BC membership via the e-newsletter and website. Application deadline is Sept 14 and a conference call is scheduled for Sept 18 to review the list of applications for approval.

The Team Selection Criteria has been circulated to the membership and I have received a few inquiries about the criteria and one request for an exemption for one athlete from the youth championships in March. The TC approved the exemption and a response has been provided to the family.

Aline Strasdin

Chair

**APPENDIX D**

**Grading Committee REport**

Sept 7, 2011

Members      Art Nishi      Chair  
                  Shuji Tabata    Vice-Chair  
                  Jim Kojima  
                  Isao Kuramoto  
                  Mickey Fitzgerald  
                  Dave Speight

June to Sept. activities

    June 19,          25 candidates graded

Sept 2011 – 2012 activities

    Monday night kata classes start Sept.12 to Dec. 5

    Kata clinic Creston Oct. 1, 2, 2011

    Kata Clinic Steveston Oct. 15, 16, 2011

    Grading examinations Dec.4, 2011

    Kata Clinic Steveston April 14, 15, 2012

    Kata clinic Kamloops May5, 6, 2012

    Grading examinations June 17, 2012

    Kata judges (3) for Senior Nationals July 2012

**APPENDIX D**

**BC Winter Games**

**Sport Chair** Brad Marsh  
716 Mount Thor Dr.  
Coldstream, BC  
V1B 2W1  
(250) 549-3202  
[brad@globalwestgroup.com](mailto:brad@globalwestgroup.com)

**Zone 1 Zone Representatives Selection** November 19th - Creston, BC  
Sandy Sydnam  
PO Box 809  
Salmo, BC  
V0G 1Z0  
(250) 357-2029  
[sydnam@telus.net](mailto:sydnam@telus.net)

<b>Coaches - Male</b>	<b>NCCP Level</b>	<b>Coaches - Female</b>	<b>NCCP Level</b>
Fred Gietz	Level II	Sandy Sydnam	Level II
4 Elk View Cres.	CC#: 270338	PO Box 809	CC#: 584990
Fernie, BC		Salmo, BC	
V0B 1M3		V0G 1Z0	
(250) 423-3230		(250) 357-2029	
<a href="mailto:fgietz@telus.net">fgietz@telus.net</a>		<a href="mailto:sydnam@telus.net">sydnam@telus.net</a>	

**Zone 2 Zone Representatives Selection** Nov. 26th - Vernon, BC  
Aubrey Comley  
530 McLeish Rd.  
Vernon, BC  
V1B 1H5  
(250) 260-3885  
[auhcom@telus.net](mailto:auhcom@telus.net)

<b>Coaches - Male</b>	<b>NCCP Level</b>	<b>Coaches - Female</b>	<b>NCCP Level</b>
Cornelius Suchy	Level I	Monica Gignac	n/a
PO Box 2716	CC#: 1144112	431 Edgar Rd.	
Revelstoke, BC		Salmon Arm, BC	
V0E 2S0		V1E 2Y2	
(250) 814-7184		(250) 803-3631	
<a href="mailto:c.suchy@gmx.net">c.suchy@gmx.net</a>		<a href="mailto:454g1lb@shuswap.net">454g1lb@shuswap.net</a>	

Ted Allain	Level I
Box 1712	CC#: 1204736
Revelstoke, BC	

V0E 1S0  
250-837-5632

**Zone 3    Zone Reprsentitives                      Selection**                      Nov. 26th - Abbotsford, BC  
Lloyd Yodogawa  
2251 Center St.  
Abbotsford, BC  
V2T 2N1  
(604) 862-1248  
[kykico@telus.net](mailto:kykico@telus.net)

<b>Coaches - Male</b> Lloyd Yodogawa 2251 Center St. Abbotsford, BC V2T 2N1 (604) 862-1248 <a href="mailto:kykico@telus.net">kykico@telus.net</a>	<b>NCCP Level</b> Level I CC#: 1174783	<b>Coaches - Female</b> Margo Thorneloe #141 - 600 Park Cres. New Westminster, BC V3L 5W1 (604) 759-0227 <a href="mailto:westminsterjudo@gmail.com">westminsterjudo@gmail.com</a>	<b>NCCP Level</b> Level III CC#: 760327
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**Zone 4    Zone Reprsentitives                      Selection**                      Nov. 19th - Steveson, BC  
Kevin Thorneloe  
#141 - 600 Park Cres.  
New Westminster, BC  
V3L 5W1  
(604) 759-0227  
[thornzilla@hotmail.com](mailto:thornzilla@hotmail.com)

<b>Coaches - Male</b> Kevin Thorneloe #141 - 600 Park Cres. New Westminster, BC V3L 5W1 (604) 759-0227 <a href="mailto:thornzilla@hotmail.com">thornzilla@hotmail.com</a>	<b>NCCP Level</b> Level II CC#: 680381	<b>Coaches - Female</b> Lisa Nakajima 6238 Crescent Pl. Delta, BC V4K 4V2 (604) 376-4026 <a href="mailto:judo_chop_suey@hotmail.com">judo_chop_suey@hotmail.com</a>	<b>NCCP Level</b> Level I CC#: 1065440
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**Zone 5    Zone Reprsentitives                      Selection**                      Nov. 26-27th - Vancouver, BC  
Hiroshi Nishi  
2743 East 51st. Ave.  
Vancouver, BC  
V5S 1P9  
(604) 786-7455  
[capseikidokan@gmail.com](mailto:capseikidokan@gmail.com)

<b>Coaches - Male</b> Michael (BJ) Stitt	<b>NCCP Level</b> n/a	<b>Coaches - Female</b>	<b>NCCP Level</b>
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Ian Briggs  
Box 427  
Lac La Hache, BC  
V0K 1T0  
250-396-7577  
montane@bcinternet.net

Level 1  
CC#:1026712

Shannon Zwiers  
9215 Alpine Drive  
Prince George, BC  
V2N 5W7  
250-963-8568  
shannonz@shaw.ca;

Level 1  
CC#:619405

**APPENDIX F**

**CRA Decision**

Judo BC has been corresponding with the CRA since February 2011 regarding the application of GST/HST legislation to our organization. As discussed in previous meetings, we were expecting a final ruling which would have us pay back previous ITC claims received by Judo BC and possibly GST owing on services which are not exempt under the current legislation.

We received a correspondence on August 25<sup>th</sup> which contained the proposed adjustments to our filings for the last two quarters (Oct 1, 2010 – Dec 30, 2010 and Jan 1, 2011 to March 31, 2011). We have reviewed the correspondence with our accountants this past week and prepared a final submission to adjust a few figures we had previously submitted. Here is a summary of what we anticipate to be the final findings.

- We believe the HST owed for the above 2 quarters will be \$1,454.23. This figure is based on the adjustment submitted on September 5th. The original adjustment was for \$2,245.33.
- The CRA has not indicated any intent to review any files prior to October 1, 2010.
- We now have written confirmation of what services/products are taxable and exempt under the legislation:
  - Coaching Clinics (includes evaluations) Taxable 12%
  - Referee Clinics (includes evaluations) Taxable 12%
  - Tournament Sanction Fees Taxable 12%
  - Gaming Grants/Legacies Now Funding Not subject to HST
  - Tournament Participant Fee \* Exempt from HST
  - Grading and Kata Clinics Exempt from HST
  - Membership Fees
    - Club Fee Exempt from HST
    - Individual Member Exempt from HST
  - Athlete Development Fees (travel variance) Exempt from HST
  - Training Camps \*\* Exempt from HST

\* Waiting for final confirmation.

\*\* Will be seeking confirmation that they are exempt.

**HOW DOES THIS CHANGE WHAT WE DO?**

**A. Clinic / Course Registration:**

- i. To ensure the appropriate tracking taxable and exempt products, our accountant strongly recommend that ALL financial transactions be processed through our accounting software. This includes exempt services as these may change when we revert back to the GST & PST.
- ii. Where possible, avoid clumping items together as some may be exempt. For example, the Dojo Assistant Course is taxable. However, a case can be made to exempt the manuals. Another example is the Referee Clinic at \$60. In the future, it will be \$60 plus HST unless we keep the dinner aspect out of it and simply let folks pay for their own meal. We can also look at the possibility of extrapolating the course manual of it with sufficient planning.

**B. Transparency**

- i. Upon receipt of the CRA written decision, Judo BC will clearly identify on ALL products and services whether or not items are taxable or exempt.

C. Tracking ITCs

- i. To ensure we maximize the amount of ITCs we can subtract from our owing HST, Judo BC must ensure it has the appropriate receipts and/or invoices on file. We will therefore be more diligent in requiring original receipts and invoices for all expense claims submitted by members. Visa slips will not longer be acceptable as they do not meet CRA standards (i.e.: clearly visible GST merchand #, listing of GST paid).

**NEXT STEPS (once we receive the final ruling)**

1. Review the application of the proposed ruling on activities which have already taken place as HST will have to be applied to these items.
  - a. The Coaching Development will lose approximately \$255 from it's current revenue. We will endeavor to recover this amount through ITCs.
  - b. The Referee Committee will lose \$7.20 per registrant for the upcoming clinic. We will attempt to recover the funds through the submission of ITCs. The Chair is reminded to ensure any claims submitted for this activity are accompanied by details receipts/invoices.
2. Adjust all items contained in our pricing list to reflect taxable and exempt items.
3. Submit adjustments for our April 1, 2011 to June 30, 2011 filing.
4. Request to switch to an annual filing based on our fiscal year.

**APPENDIX G**

**CONTINGENCY FUND**

As discussed at previous meeting, our new accountant identified our contingency fund in their list of concerns.

*“Currently your 'contingency funds' reside in your operating account. When money is formally designated as contingency funds they should also be segregated from your operating fund and put into their own account or term deposit. As all the cash in your operating fund is actually required to support your operations there is no true contingency reserve. At the time this letter was written the cash available to Judo BC was significantly lower than \$80,000 (approximately \$8,300). A true contingency reserve should be funds on hand in addition to the amounts that are required to run the cyclical operations of the organization. In our opinion this representation on “contingency funds” is misleading and possibly misrepresentation.”*

Based on the above, the Board approved at its July 24<sup>th</sup> meeting to:

1. Develop terms of usage and growth plan for the contingency fund
2. Conduct a cash flow analysis to determine how much is needed on hand for the upcoming year.
3. Bring back a recommendation on possible term deposit investments.

**RECOMMENDATIONS:**

A. We completed a cash flow assessment. To ensure we have sufficient funds in our accounts at all time to meet out various liabilities, we recommend a maximum transfer of \$10,000 to the new contingency fund account. This recommendation has already been implemented by the office.

B. Proposed Draft Terms of Usage

Where as a contingency funds are developed to pay for common expenses that usually occur less often than once a year; or do not usually occur, we recommend the following motion:

*Approve the establishment of a JUDO BC Operating Contingency Fund to be used at the discretion of the Board of Directors in the event of unforeseen expenditures such as, but not limited to, legal action being taken against the Association or the significant loss of government funding.*

*The JUDO BC Operating Contingency will be maintained at about \$100,000 with annual contribution from every budget approved at an annual general meeting.*

## APPENDIX H



### Media Centre

## News Releases & Advisories

**Children and teens should not participate in boxing, advise North American paediatricians**

**Monday, August 29, 2011 at 12:01 a.m.**

OTTAWA—Boxing is not an appropriate sport for children and teens, advise the Canadian Paediatric Society (CPS) and American Academy of Pediatrics (AAP), in a statement published today.

"We want children and teens to actively pursue sport and recreation, but boxing is not a good option," said Dr. Claire LeBlanc, co-author of the new position statement and chair of the CPS Healthy Active Living and Sports Medicine Committee. "We recommend young people participate in sports where the prime focus is not deliberate blows to the head."

Amateur boxers are at serious risk of face and brain injuries including concussion. Children's brains are more vulnerable to concussion, and recovery takes longer than for adults. Though amateur boxers wear safety gear, there is no evidence to show that head guards actually reduce the incidence of concussions.

"While most sports have some risk of injury, boxing is especially dangerous because these athletes are rewarded for dedicated and deliberate hits to their opponent's head," said Dr. LeBlanc.

Boxing Canada and USA Boxing do not keep statistics on the number of participants or injury rates of their members. However, the Canadian Hospitals Injury Reporting and Prevention Program database shows that among all combat sports, boxing led to the most hospital admissions between 1990 and 2007; of those admissions 58 per cent were for facial fractures and 25 per cent sustained closed head injuries, such as concussion.

The CPS and AAP are calling on paediatricians and other health professionals to strongly discourage boxing participation among their patients and guide them toward alternative sport and recreational activities that do not encourage intentional head injuries such as swimming, tennis, basketball and volleyball.

The Canadian Paediatric Society is a national advocacy association that promotes the health needs of children and youth. Founded in 1922, the CPS represents nearly 3,000 paediatricians, paediatric subspecialists and other child health professionals across Canada. For more information, visit [www.cps.ca](http://www.cps.ca).

The American Academy of Pediatrics is an organization of 60,000 primary care pediatricians, pediatric medical subspecialists and pediatric surgical specialists dedicated to the health, safety and well being of infants, children, adolescents and young adults. For more information, visit [www.aap.org](http://www.aap.org).

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For a copy of the full statement visit: [Boxing participation by children and adolescents](#)

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